

CULTURAL HERITAGE GUIDELINES

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These guidelines were developed in consultation with NPWS and the NSW Heritage Office and draw on the Protective Mechanisms for Cultural Heritage report prepared on behalf of the Cultural Heritage Working Group, as part of the NSW Comprehensive Regional Assessments.

1. PLANNING

1.1 Regional ESFM Planning

SFNSW will, in consultation with NPWS and the Heritage Office, determine requirements for identifying, assessing and managing cultural heritage values as part of Regional Ecologically Sustainable Forest Management (ESFM) Plans. The Regional ESFM plans, being developed to fulfil statutory requirements for management plans under the Forestry Act, will identify requirements for heritage investigation and strategies to identify significant landscape elements.

1.2 Regulatory Requirements

SFNSW will ensure that:

- all field manuals and guidelines are routinely reviewed to ensure consistency with legislation and government policy (Reviews should be undertaken in conjunction with Native Forest Management System (NFMS) reviews)
- training courses and cultural heritage documentation are updated in line with the amendments to the *NSW Heritage Act 1977*, in force as of April 1999.

1.3 Fire Hazard Reduction

SFNSW will ensure that cultural heritage management requirements are included in its Regional Fuel Management Plans and in the corresponding Bush Fire Risk Management Plans (based on local government areas) prepared under the Rural Fires Act 1997. Liaison with adjoining landholders, NPWS, Aboriginal people and other stakeholders concerning the conservation requirements for heritage sites within areas to be treated by hazard reduction burning will mainly be focused at the Bush Fire Risk Management Plan development level.

Where grazing is used to reduce fine-fuel levels, consideration must be given to measures required to protect cultural heritage resources.

Note: The response to wildfire events is not within the scope of forest operations, addressed by the IFOA.

1.4 Objectives and Targets for Cultural Heritage

SFNSW will identify objectives and targets for cultural heritage protection within its Regional ESFM Plans. These objectives and targets will be achieved through the development of a regional strategy for cultural heritage protection incorporated within each Regional ESFM Plan. Each regional strategy will be used to target priorities and actions to increase the understanding of cultural heritage values and to improve their management. The strategy will also identify routine requirements for assessment and site management at the operational planning stage.

1.5 Identifying and Assessing Cultural Heritage Values

SFNSW will, in consultation with Aboriginal communities, develop and implement programs to enhance understanding of the Aboriginal significance of forests and address the ongoing needs of these communities in terms of access, use of these forests and cultural heritage values. SFNSW will liaise with NPWS and relevant authorities concerning these programs and identify situations where cooperative initiatives may be beneficial.

The identification and assessment of cultural heritage values will be consistent with processes outlined in the NPWS Aboriginal Standards and Guidelines Kit 1997 and the NSW Heritage Manual 1996 (as updated), prepared by the Heritage Office.

1.6 Identifying Key Community Stakeholders

SFNSW will identify and record key community stakeholder contacts, to ensure that such information forms part of the corporate knowledge used to facilitate community involvement in planning.

2. IMPLEMENTATION AND OPERATION

2.1 Structure and Responsibility

SFNSW will ensure that:

- position descriptions for Regional Managers include cultural heritage accountabilities.
- staff organisational arrangements clearly address cultural heritage responsibilities

2.2 Training, Awareness and Competence

All employees whose work may create a potential impact on cultural heritage will receive appropriate training.

SFNSW must establish and maintain procedures to enhance employee awareness and ensure employees understand:

- cultural heritage issues and community expectations
- statutory requirements and accepted cultural heritage practice
- the importance of compliance with heritage policies and procedures
- impacts, actual or potential, of their work activities and the benefits of protecting heritage values
- their roles and responsibilities concerning requirements for protecting heritage values
- the potential consequences of departing from specified operating procedures

2.3 Communication

SFNSW will seek to establish memoranda of understanding with key stakeholders groups. MOUs will identify key contacts, the timing of consultative arrangements and the mutual obligations of the parties.

2.4 Cultural Heritage Documentation and Information Management

2.4.1 Documenting cultural heritage practice

To facilitate the monitoring and reporting of cultural practice in relation to forestry operations, data, prepared in standard form, will be collated to show actions taken to identify and manage Aboriginal and non-Indigenous heritage.

Measures being implemented for the protection of Aboriginal heritage will be quantified by the number of hours involved in field investigation, the number of sites identified and categorisation of specific management actions to identify the proportion of sites protected by prescription or excluded from net harvesting areas with areas subject to forestry operations.

Data for non-Indigenous sites will be collected to identify the number of sites protected by prescription in areas affected by operations, annually.

2.4.2 Heritage Registers

SFNSW will:

- Comply with the NPWS conditions relating to SFNSW access to and use of the Aboriginal Sites Register (ASR) for those lands in SFNSW estate
- Adopt the State Heritage Inventory (SHI) as the standard database for non-Aboriginal heritage, transfer data from other databases to the SHI database and standardise its s.170 Registers in accordance with guidelines in the NSW Heritage Manual and the NSW *Heritage Act 1977*
- Ensure that selected employees with regional operational responsibilities are trained in the use of heritage registers, subject to the provisions of any inter-agency agreements on data exchange
- Ensure that heritage assessment and management becomes a routine aspect of the duties of field-based staff.

2.4.3 Heritage Guidelines

SFNSW will adopt and document heritage management policies and guidelines to assist staff in protecting cultural heritage values and will ensure that these policies and guidelines are publicly available and integrated into its environmental management system: - the Native Forest Management System (NFMS).

2.5 Document Control

SFNSW will review existing documents to ensure consistency with the *National Parks and Wildlife Act 1974* and the NSW *Heritage Act 1977*. SFNSW will also ensure that all heritage documents are routinely reviewed as part of the NFMS and updated copies issued to all relevant organisational units and work groups.

2.6 Operational Control

2.6.1 Assessing potential heritage impacts

SFNSW must assess the potential for planned operations to impact cultural heritage values and implement strategies to safeguard cultural items and places assessed as being significant.

Operational planning and practice must take into account the time required to:

- Evaluate heritage significance
- Maximise opportunities for liaison with relevant stakeholders
- Consider management options and where appropriate, negotiate site management with stakeholders
- Secure any necessary approvals or permits

Relevant cultural heritage information (ie. State Heritage Register, State Heritage Inventory database, s.170 registers, CRA studies and EIS reports) will be considered in the preparation of plans and guidelines. Implementation will be monitored through the NFMS.

2.6.2 Management of SFNSW Contractors

All SFNSW contractors engaged in forestry operations will progressively undertake accredited cultural heritage training. This requirement will be stipulated in licence conditions.

2.6.3 Contingency Response

SFNSW will establish and maintain procedures for immediate response following the discovery of new cultural heritage sites or incidents and emergencies occurring during operations relating to cultural heritage sites. This will include notification to NPWS in the case of indigenous sites and to the NSW Heritage Office for non-indigenous sites, as well as the adoption of strategies for preventing and mitigating further threats or impacts. These procedures will include liaison with Aboriginal communities or other stakeholders, depending on the item or place involved.

SFNSW will nominate employees who have responsibility for managing incidents, which occur during forestry operations, including liaison with regulatory authorities.

3. MONITORING AND REVIEW

3.1 Monitoring and Performance Measurement

SFNSW will ensure that:

- management guidelines include monitoring, evaluation and reporting of practices with a potential impact on cultural heritage values. The guidelines must specify arrangements for Aboriginal community and other stakeholder representatives to be involved in monitoring and evaluation programs
- cultural heritage management is incorporated into audit programs for forestry operations
- cultural heritage management activities are reported in annual reports, including Annual Regional ESFM reports by SFNSW

SFNSW will adopt the following corporate performance indicators for IFOA annual reporting with respect to cultural heritage protection:

ISSUE OR ELEMENT	INDICATOR
1. Statutory Protection	<p>1.1 Number of significant Aboriginal heritage sites and non-Indigenous items of State heritage significance subject to individual management plans.</p> <p>1.2 Number of Aboriginal heritage sites subject to Consent to Destroy approvals or 'salvage/collection' permits and the total number of approvals and permits held arising from forestry operations</p> <p>1.3 Number of non-Indigenous heritage items subject to excavation permit approvals under the Heritage Act arising from forestry operations.</p>
2. Resources and training	<p>2.1 Proportion of SFNSW's environmental training courses involving cultural heritage awareness or cultural heritage management delivered during the year and number of participants.</p> <p>2.2 Proportion of SFNSW staff involved in forestry operations who have completed a cultural heritage management or heritage refresher course within the last 5 years.</p> <p>2.3 Proportion of contractors involved in forestry operations who have completed a cultural heritage management or heritage refresher course within the last 5 years.</p>

3.2 Reporting

SFNSW will provide an overview of cultural heritage resources on State forest in the Environmental and Social Values report, prepared annually.

The management of cultural heritage will be prepared at a more detailed level through Annual Regional Native Forest Management System (NFMS) Reports, that will include an assessment of performance in achieving cultural heritage protection targets.

3.3 Management Review

SFNSW will undertake a formal review of policies, procedures and processes relating to cultural heritage as part of the ongoing review of the NFMS. Such review will include participation by external stakeholders including regulatory agencies and Aboriginal community representatives.